

# CONTINUING EDUCATION

*at Halifax Community College*

***Spring 2012  
Schedule***



# HOP A RIDE to Halifax Community College



# CPTA

with



## Service Areas      Pick-Up Times      HCC Arrival

Scotland Neck	6:30 AM	8:30 AM
Hobgood	7:00 AM	8:30 AM
Enfield	6:30 AM	8:30 AM
Halifax	8:00 AM	8:30 AM
Littleton	6:30 AM	8:30 AM

Please call (252) 539-2022, Ext. 222 for rates and more information about scheduling your ride. *All departure times are at 3:00 PM.*

Visit us on the web at: [www.choanokepta.org](http://www.choanokepta.org)

# CONTINUING EDUCATION

Continuing Education courses provide lifelong learning opportunities which are available at convenient times in many locations. Our courses are non-college credit courses open to anyone 18 years or older. In some cases, 16 and 17-year-old students with special needs may be admitted. A notarized parental release is required, which must be accompanied by the principal's or superintendent's permission. Courses are designed to help individuals with job advancement, personal enrichment, or just for plain fun.

## ADMISSIONS

*Halifax Community College is a public, two-year, educational institution with an open door policy. The college provides vocational, technical, college transfer, and lifelong learning opportunities for anyone of suitable age who has the desire to learn.*

## REGISTRATION

Students may register and pay appropriate fees at the first class provided preregistration is not required. To register you need your social security number. Students are responsible for any and all supplies and books needed. **FEES AND SCHEDULES ARE SUBJECT TO CHANGE BASED ON DECISIONS OF THE N.C. GENERAL ASSEMBLY. REGISTRATION FEES WILL BE REFUNDED IN ACCORDANCE WITH THE N.C. COMMUNITY COLLEGE SYSTEM'S POLICY. THE FOLLOWING REFUND POLICY WILL BE OBSERVED FOR ALL EXTENSION COURSES:**

1. A student who officially withdraws from an extension class(es) prior to the first class meet ing shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if an applicable class fails to "make" due to insufficient enrollment.
2. After the respective class begins, a 75% refund of the registration fee shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10% point of the scheduled hours of the class. Note: this rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
3. A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75% refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of class.

## PREREGISTRATION

You may preregister for all Continuing Education courses before the first day of class by coming to the Continuing Education Office in the 400 Building and paying the appropriate registration fee. You may also preregister for most courses by calling 536-7261, 7212 or 7216.

**YOUR PREREGISTRATION IS IMPORTANT TO THE SUCCESS OF THE COURSE, SO PLEASE REGISTER EARLY! IT IS EXTREMELY IMPORTANT THAT YOU ATTEND THE FIRST CLASS MEETING! A COURSE MAY BE CANCELLED IF FEWER THAN TEN STUDENTS ENROLL. MANY COURSES REQUIRE THAT YOU ARE IN ATTENDANCE THE FIRST CLASS MEETING.**

## COST

Registration fees for Continuing Education courses vary with the type of course. Please refer to the fees noted for each category to determine the cost of each course. All Literacy Education courses are free. Halifax Community College does not discriminate in the admission and treatment of students nor in the recruitment and employment of personnel.

**REMINDER:** Although we make every effort to avoid mistakes, our schedule of courses is not a contract. The college does not assume liability for errors - typographical or otherwise. We welcome corrections, nonetheless, and encourage you to let us know of any error you may find.

## REPETITION POLICY

Students who take an occupational extension course more than twice within a five-year period shall pay a fee for the course based on a formula established by the North Carolina Community College System. Students may repeat the course more than once if the repetition is required for certification, licensure, or recertification. Senior citizens who are legal residents of North Carolina and wish to enroll in an occupational extension course may receive one course at no cost per academic semester. Those who take a course more than twice within five years shall pay a fee based on a formula established by the N.C. Community College System. *Students will be responsible for reporting course repetitions to college officials.*

# Continuing Education Department

Dr. Vera J. Palmer	Dean of Continuing Education	536-6376
Sheila Aycocock	Coordinator, Nurse Aide	536-7291
Tracie Buffaloe	Literacy Skills/Data Specialist	536-7235
Brenda Cousins	Literacy Skills Specialist	536-7240
Larry Crisafulli	Coordinator, Business/Industry	538-4339
Donna Giles	Coordinator/Community Service & Chief GED Examiner	538-4313
Ellen Grant	Computer Skills Specialist	536-6393
Tiffany Hale	Coordinator, HRD/Literacy Sites/Recruiter	536-6342
Sandra Hammack	Administrative Assistant	536-7212
George Holley	Literacy Skills Specialist	536-6395
Dr. Kevin Kupietz	Coordinator, Fire/EMS	536-7293
Gregory Parker	Coordinator/Instructor, Law Enforcement	536-7279
Donna Sellers	Administrative Assistant	536-7216
Susie Silver	Administrative Assistant	536-7261
Mark Stewart	Director, Small Business Center	536-7274
Therman Taylor	Literacy Recruitment, Retention Specialist	536-6362
Tamba Thompson	Director, Literacy Education	536-7235

Halifax Community College is open to suggestions on new courses to be offered where there is a need and popular support. Anyone interested in taking a new course, in teaching, or in obtaining further information, should contact Dr. Vera J. Palmer, Dean of Continuing Education, at 536-6376.

## OCCUPATIONAL EXTENSION COURSES

### Preregistration is required unless otherwise noted.

Occupational Extension classes are offered for persons interested in building job skills and increasing career opportunities. Occupational Extension classes are organized to meet the needs and interests of the community. Classes can be arranged at the suggestion of local citizens. If you are interested in a course that is not listed, contact the Dean of Continuing Education at 536-6376.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
<b>ATTORNEY</b>						
NC Bar Association Technology, Social Media & Professionalism (Video) (919) 677-8745	F	8:30 - 1:15 pm	2/24	Herndon	412	\$0
<b>AUTOMOTIVE</b>						
Auto Safety Inspection	MW	6 - 10 pm	1/23 & 1/25	Massey	115	\$65
	MW	6 - 10 pm	3/19 & 3/21	Mumford	115	\$65
	MW	6 - 10 pm	4/30 - 5/2	Taylor		
Auto Dealers' CE License Renewal	TBA	TBA	TBA	Wilkinson	412	\$65
Commercial Drivers Lic.	TBA	TBA	TBA	Wilkinson	412	\$65
<b>CARPENTRY</b>						
Carpentry	M	5:30 - 8:30 pm	1/30-5/7	Connor	LGCC	\$121.50
Carpentry	T	5:30 - 8:30 pm	TBA	Connor	HCC	\$121.50
<b>ELECTRICAL</b>						
Electrical Contractors CE	WTH	6 - 10 pm	3/14 & 3/15	Conwell	411	\$65
Residential Electrical Wiring	T	5:30 - 8:30 pm	1/31-5/8	Mason	LGCC	\$121.50
<b>FUNERAL DIRECTOR</b>						
Funeral Directors CE	TH	9 - 3 pm	4/12	Mitchell	412	\$0
<b>NURSING/HEALTHCARE</b>						
<b>HCC offers CNAI &amp; CNAII classes. Call 536-7212, 7216 or 7261 for times and dates.</b>						
Nurse Aide I	MTW	9am-1pm	1/9-3/28	Ramsey	B202/6	\$219.50
Nurse Aide I	M-TH	1 --4 pm	2/27-5/18	Aycock	ENF	\$219.50
Nurse Aide I	TWTH	4-8pm	2/21 - 5/21	Gaskins	HCC	\$219.50
Nurse Aide II	TBA	TBA	TBA	Watson	HCC	\$259.50
<b>OTHER</b>						
Notary Public	MW	6 - 9 pm	1/23 & 25	Evans-Barbee	412	\$65
Notary Public	MW	6 - 9 pm	3/19 & 21	Evans-Barbee	412	\$65
Notary Public	MW	6 - 9 pm	5/21 & 23	Evans-Barbee	412	\$65
<b>PLUMBING/HEATING/REFRIGERATION</b>						
2012 NC Fuel Gas Code - Review	M	6 - 8 pm	3/19	Conwell/ Hutchinson	411	\$65
2012 NC Energy Code - Review	M	8 - 10 pm	3/19	Conwell/ Hutchinson	411	
NC Mechanical Code - General Regulations & Definitions for HVAC & Fuel Piping Review	T	6 - 8 pm	3/20	Conwell/ Hutchinson	411	
NC Plumbing Code - Overview	W	6 - 8 pm	3/21	Conwell/ Hutchinson	411	\$65
NC Plumbing Code - Water Heaters	W	8 - 10 pm	3/21	Conwell/ Hutchinson	411	
NC Plumbing Sanitary Drainage & Venting - Review	TH	6 - 8 pm	3/22	Conwell/ Hutchinson	411	
NC Fuel Code Gas Piping & Sizing	M	6 - 8 pm	3/12	Conwell/ Hutchinson	411	\$65
Code Changes: Fixtures, Faucets, Appliances Fittings	M	8 - 10 pm	3/12	Conwell/ Hutchinson	411	
Wells & Well Pumps	T	6 - 8 pm	3/13	Conwell/ Hutchinson	411	
Principles of Refrigeration Heating, Ventilation & Air Conditioning Installation & Repair	TBA TH	TBA 5:30 - 8:30 pm	TBA 1/12 - 4/26	Hawkins TBA	TBA LGCC	\$65 \$121.50
<b>SPANISH</b>						
Practical Spanish			TBA	Moreno	TBA	\$120
<b>WELDING</b>						
Welding	W	5:30 - 9:30 pm	1/11 - 3/28	Shotwell	121	\$121.50

# CONTINUING EDUCATION

## LEARN COMPUTERS WITH NO TEST - NO HOMEWORK!

Preregistration is required. \*A \$5 technology fee will be charged per computer class.

### COMPUTER COURSES - HCC CAMPUS

Computer Basics for Educators	M	5 - 8 pm	4/2 - 5/14	Holman	505	\$65
Computer Understanding: I Know Nothing about Computers			TBA	Wells	505	\$65
Computer Understanding: I Know Nothing about Computers			TBA	Holman	505	\$65
Computer Understanding: I Know Nothing about Computers	W	9 - 12 N	2/8 - 3/14	Grant	505	\$65
Computer Understanding: I Know Nothing about Computers	TH	5:30 - 8:30 pm	2/23 - 3/29	Wells	505	\$65
Computer Understanding: I Know Nothing about Computers	TH	5:30 - 8:30 pm	4/5 - 5/10	Wells	505	\$65
Computer Understanding: I Know Nothing about Computers	T	9 - 12 N	4/10 - 5/15	Grant	505	\$65
Enhancing Digital Photos w/Photoshop	T	5:30-8:30 pm	3/6-4/24	Miles	B178	\$65
Email Searching & Internet Basics	T	9 - 12 pm	1/31-3/6	Grant	505	\$65
Email Searching & Internet Basics	W	5:30 - 8:30 pm	4/4 - 5/9	Wells	505	\$65
Intermediate MS Excel	W	9 - 5 pm	3/21 - 3/28	Grant	505	\$65
Intermediate MS Word	TH	9 - 5 pm	3/22 - 3/29	Grant	505	\$65
Microsoft Access	M	5:30 - 8:30 pm	1/23 - 2/27	Grant	505	\$65
Microsoft Excel	W	1 - 4 pm	1/25-2/29	Grant	505	\$65
Microsoft Office in the Classroom	W	5 - 8 pm	2/22 - 3/28	Holman	505	\$65
Microsoft PowerPoint	TH	1 - 4 pm	4/5 - 5/10	Grant	505	\$65
Microsoft Publisher	T	5:30 - 8:30 pm	1/24 - 2/28	TBA	505	\$65
Microsoft Windows 7 Operating System	W	1 - 4 pm	1/25 - 2/29	Grant	505	\$65
Microsoft Word	TH	1 - 4 pm	2/9 - 3/15	Grant	505	\$65
Quickbooks Pro	T	5:30-8:30 pm	3/6-4/10	Forsht	125	\$65
Web Design using Dreamweaver	W	5:30-8:30 pm	3/7-4/11	Miles	128	\$65

### COMPUTER CLASSES - ENFIELD CENTER

All About Computer Basics	W	9:30 - 11:30 am	1/25 - 4/11	Forsht		\$65
Email Searching & Internet Basics	W	5:30 - 8:30 pm	4/4 - 5/9	Forsht		\$65

### COMPUTER CLASSES - SCOTLAND NECK CENTER


All About Computer Basics	TTH	9:00 - 11:00 am	1/17 - 4/10	Harris		\$120
Internet & Office Basics	MW	1 - 3 pm	1/23-4/18	Harris		\$120
All About Computer Basics	TTH	4:00 - 6:00 pm	1/17 - 4/10	Harris		\$120

## Teacher Renewal

Teacher renewal courses assist teachers in meeting their licensure renewal requirements, enhancing their classroom performance and keeping current with challenging educational needs. Students must register one week prior to the first day of class, by coming to the Continuing Education Office and paying the appropriate fee. Students are required to be at the first class meeting and must attend the required hours stated at first class meeting in order to receive CEU credit.

COURSE	DAYS	DATES	TIME	INSTRUCTOR	LOC.	COST
Effective Teacher Trng.	TTH	2/7 - 3/1	5:30 - 8:30 pm	Walton-Gary	506	\$65 + Book
	TTH	3/6 - 3/29	5:30 - 8:30 pm	Walton-Gary	510	\$65 + Book
	TTH	4/3 - 4/26	5:30 - 8:30 pm	Walton-Gary	506	\$65 + Book
Computer Basics for Educators	M	5 - 8 pm	4/2 - 5/14	Holman	505	\$65
Microsoft Office in the Classroom	W	5 - 8 pm	2/22 - 3/28	Holman	505	\$65

For additional information that may earn CEU credit, see our Education2Go online course offerings.

**Small Business Center Seminars and Courses**  
*Helping Our Businesses and Community Grow and Prosper!*  
  
**Mark Stewart, Director**  
 252-536-7274 [stewartm@halifaxcc.edu](mailto:stewartm@halifaxcc.edu)

**The HCC Small Business Center**  
*Your Small Business Partner to help you Start, Sustain, and Grow Your Business.*

**We Provide Assistance with:**  
**Business Planning Process**  
**Marketing: Products & Services, Packaging, Pricing, Distribution,**  
**Competition, Research**  
**Financials: P & L, Balance Sheet, Cash Flow**  
**Other business or management issues.**

The Small Business Center uses a three-fold effort to help small businesses succeed. Non-traditional seminars and workshops can be presented on virtually any business-related topic that the small business community demands. Counseling services are provided for start-up businesses or problems of existing businesses. A resource center with periodicals, tapes, and books that may be used on the premises or checked out is located in the Learning Resource Center. The director, Mark Stewart, can be reached at 536-7274. The Small Business Center welcomes comments about how to continue to serve the needs of the small business community.

**Preregistration is required unless otherwise noted.**

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
<b>STARTING &amp; OPERATING YOUR BUSINESS SUCCESSFULLY</b>						
10 Steps to Starting Your Own Business	T	6 - 9 pm	1/10	Stewart	412	\$0
Using Microsoft Excel for Small Business	W	5:30 - 8:30 pm	3/14	Forsht	TBA	\$0
How to Write a Business Plan for Profit and Non-Profit Business	T	6 - 9 pm	1/17	Stewart	412	\$0
Using Microsoft Powerpoint for your Small Business	T	5:30 - 8:30 pm	4/17	Forsht	TBA	\$0
Financing & Finding Money for your Business	T	6 - 9 pm	1/24	Stewart	TBA	\$0
The Steps in Purchasing an Existing Business	T	6 - 9 pm	1/31	Stewart	TBA	\$0
Marketing your Business in a Rural Community	T	6 - 9 pm	2/7	Stewart	TBA	\$0
How to Start a Group - Business	TH	6 - 9 pm	3/29	Gore	TBA	\$0
<b>E-BUSINESS ON THE INTERNET/MARKETING</b>						
Easy eBay & Other Web-Based Income Strategies	TH	6 - 9 pm	1/12	Brossman	412	\$0
Easy Online Website Design & Marketing	TH	6 - 9 pm	1/26	Brossman	412	\$0
Marketing & Running your Business Online	TH	6 - 9 pm	2/9	Brossman	412	\$0
Customer Service Secrets & Skills	T	6 - 9 pm	2/7	Clements	TBA	\$0
Dealing with Angry Persons & Turning them to an Asset in the Workplace	T	6 - 9 pm	3/6	Walls/Clements	TBA	\$0
Fundamentals of Fundraising	TH	6 - 9 pm	3/1	Gore	TBA	\$0
How to Interview & Hire Great People for your Business	T	12N	5/22	Jenkins	TBA	\$
Business Planning	T	12N	2/2	Jenkins	TBA	\$
Resources for Small Business	T	12N	4/24	Jenkins	TBA	\$
<b>FINANCIAL TOPICS</b>						
Financial Empowerment Series for Individuals & Organizing your Mlnistry	M	6 - 9 pm	1/9,23, TBA	Summerfield	TBA	\$0
Business Taxes	T	6 - 9 pm	2/28	Stewart	TBA	\$0
Grant Writing 101	TH	6 - 9 pm	2/16	Abrams	401A	\$0
Grant Writing 102	TH	6 - 9 pm	2/23	Abrams	401A	\$0
Small Business Record Keeping Basics	T	4 - 6:30 pm	1/24	Beauchamp	412	\$0

## FINANCIAL TOPICS

Understanding and Controlling Cash Flow	T	4 - 6:30 pm	3/27	Beauchamp	412	\$0
Intro to Quick Books	T	12N	3/27	Beauchamp	David's Rest.	\$
Small Business Taxes	T	12N	1/24	Beauchamp	David's Rest.	\$10

## BUSINESS & INDUSTRY SERVICES

Let us design training to fit your needs.

Examples of customized training classes include:

### LEAN

Value Stream Mapping

Financial

Leadership

Process Improvement

Project Mangement

Six Sigma

Team Work

For more information, call: Larry Crisafulli at 252 538-4339 or email [crisafullil@halifaxcc.edu](mailto:crisafullil@halifaxcc.edu)

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC	COST
Administrative Professionals Day	W	9 - 1 pm	4/25	Clements	401A	\$15
Making Customer Service Magic-The Disney Experience	T	2 - 5 pm	4/17	Formica	412	\$0
Grant Money for Your Business	T	6 - 9 pm	2/21	Stewart	412	\$0

## Career Readiness Certificate (CRC)

Employers know that the costs of hiring, training, and retaining unskilled workers negatively affect their bottom line. In order to reduce the cost of remedial training and cost efficiency companies are:

- Going to pre-employment assessments to identify workplace basic skills
- Providing remedial training to potential and existing workers to reduce the skills gap that exists between those skills required on the job and those skills demonstrated.
- Realigning existing workers to other responsibilities and or positions that are reflective of their skill level.

The North Carolina Career Readiness Certificate (CRC) is a skilled credential that confirms to employers, employees, and job seekers that the individual:

- Has the basic workplace skill required for a job.
- Is trainable for specific jobs.
- Is fitting for job placement and advancement.

Individuals who successfully pass the Workkeys' Applied Mathematics, Reading for Information, and Locating Information assessments will receive a Career Readiness Certificate signed by the Governor of North Carolina.

For more information, call Larry Crisafulli at (252) 538-4339 or email [crisafullil@halifaxcc.edu](mailto:crisafullil@halifaxcc.edu)

## HUMAN RESOURCES DEVELOPMENT (HRD)

The purpose of the Human Resources Development Program (HRD) is to educate and train individuals for success in the workplace. HRD classes offer interviewing skills, resume/application preparation, job search assistance, computers skills, soft skills and much more! You may qualify for classes at **NO COST TO YOU**, if you are unemployed, have received notification of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit (FEITC) or are working and earning wages at or below 200% of the federal poverty guidelines.

For more information, contact Tiffany Hale, HRD Coordinator at (252) 536-6342.

### Human Resource Development 2012 Spring Schedule

Course	Days	Time	Dates	Instructor	Location
PCB Job Skills	TTH	4 - 7 pm	TBA	Whitley	PCB
PCB Prep	TTH	5 - 8 pm	TBA	Walton-Gary	HCC
Computer Education	M	5 - 8 pm	1/9 - 4-2	Sneed	HCC
PC Wisdom	M	9 - 12N	1/23 - 4/23	Grant	HCC
Job Education	W	10 -12 N	1/4-5/2	Buffaloe	ESC
Computer Wisdom	T	1 - 4 pm	1/24 - 4/24	Grant	HCC
Personal Growth	TTH	1 -4 pm	1/24-2/23	Chavis	HCC Enf
Employment Dexterity	MTTH	5 - 9 pm	1/9 - 1/26	Alston	HCC
Career Essentials	W	12:30 - 2:30 pm	1/11-2/29	Bracey	DRC
Computer Alertness	M	12 - 3 pm	TBA	Harris	HCC-SN
Computer Guidance	M/F	12 - 3 pm	1/9 - 2/24	Buffaloe	HCC Enf.
Overcoming Barriers	T	12-4 pm	1/31-2/9	Little	HCC
Driver's Education Technology Time	S	TBA	TBA	TBA	CSBC - Gaston

#### Location Code

PCB - Piezotronics, Halifax

HCC - Halifax Community College

HCC SN - Scotland Neck Center

ESC- Employment Security Commission

HCC - ENF Enfield Center, Enfield

CSBC - Cool Spring Baptist Church

## Online Continuing Education Classes

There are over 100 online classes available. Please visit [www.ed2go.com/halifaxccc](http://www.ed2go.com/halifaxccc) for all Spring 2012 class offerings.

Update your skills, earn teacher renewal credit, discover a new talent, or chart a career path at your convenience with our online, instructor-led courses. Each course runs for 6 weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at your convenience. All you need to get started is Internet access, e-mail address, and a Web browser. Please visit [www.ed2go.com/halifaxccc](http://www.ed2go.com/halifaxccc) for requirements, demonstrations, and additional information. Registration fee will be \$65 for each class.

### Ed2Go Starting Dates Spring 2012

**Jan 18th, Feb. 15th, Mar, 21st, April 18th, May 16th**

# CONTINUING EDUCATION

## Special Interest Courses

Special Interest courses offer opportunities for life-long learning in areas of cultural interest, creative arts, personal enrichment, and just for fun. Special interest courses are offered in a variety of formats to meet the needs of the community. In order for special interest classes to be held, there must be at least 10 participants enrolled per class.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC	COST
Guitar for the Beginner	M	6:15 - 9:15 pm	1/23 - 3/19	Taylor	Rm. 411	\$25
Sewing	T	5 - 9 pm	1/31-4/24	Pierce	Lake Gaston Comm. Cntr.	\$66.50
Wilton Cake Decorating Basics	Th	6 - 8:30 pm	1/26-2/16	Gallien	Rm. 145	\$25
Wilton Gum Paste & Fondant	Th	6 - 8:30 pm	2/23-3/15	Gallien	Rm. 145	\$25

### MOTORCYCLE RIDER SAFETY COURSE

**March 2 - 4**

**March 9-11**

**March 16 - 18**

**March 23 - 25**

**Times: Friday 6 - 10 pm  
Saturday & Sunday 8 - 6 pm  
Cost: \$120.00**



***For more information, call 536-7216, 536-7212 or 536-7261.***

# CONTINUING EDUCATION

## HCC OFFERS LITERACY EDUCATION TO COMMUNITY

For those who want to improve academically, increase their chances of getting a promotion, enroll in a college program, help children with homework, build self-esteem or participate more fully in new industries coming to the Roanoke Valley, now is the time to explore Halifax Community College's Literacy Education Program, including the Adult Basic Education (ABE) and General Educational Development (GED) components.

HCC has an open-door policy of continuing education for everyone who has the need and desire to learn. Any adult, 18 years or older, may enroll in either program. There is no registration fee for literacy education and classes are open-entry, open-exit. ABE classes are self-paced and individualized, where students can get one-on-one tutoring from qualified instructors. The GED exam offers high school equivalency credentials to individuals who did not obtain a high school diploma. The only costs of the program is the GED Examination Fee. New GED students are required to pay a one-time fee of \$25.00. For returning GED students, the GED Examination Fee will be determined by the number of GED tests taken prior to July 1, 2011.

## ADULT BASIC EDUCATION/GED CLASSES

LOCATION		DAYS	TIME	DATES	INST.
Campus	Learning Lab	M-TH	8 am - 9 pm	1/9	Buffaloe/Tripp/ Davis/Johnston
		F	8 am - 5 pm		
Campus	Basic Reading - Rm. 502	MW	6-8:30 pm	1/9	Lee
Campus	ESL - Beginning Rm. 506	MT	6 - 9 pm	1/9	Alba
Campus	ESL - Intermediate Rm. 506	WTH	6 - 9 pm	1/11	Alba
Enfield	Enfield Learning Center	MW	5 - 8 pm	1/9	Sumner/Boyd
	Enfield Learning Center	MT	8:30 - 11:30 am	1/9	Hale
Halifax	NC Cooperative Extension	MT	12:15 - 3:15 pm	1/9	Bracey
	Day Reporting Center	MTWTH	10 - 12N	1/9	Bracey
Henrico	Lake Gaston Community Cntr.	TTH	5:30- 8:30 pm	1/10	Tripp
Hobgood	Long's Chapel Church	MT	6 - 9 pm	1/9	McGuire
Hollister	Haliwa-Saponi Tribal Cntr.	TTH	6 - 9 pm	1/10	Mills
	White Rock Baptist Church	MW	6 - 9 pm	1/9	Rosser
Littleton	John 3:16 Center	MTWTH	10 - 2 pm	1/9	Whittemore
Scotland Neck	HCC Learning Center	MW	6:30 - 9:30 pm	1/9	Peters
	HCC Learning Center	WTH	9-12 N	1/11	Scott/Roland

Spring classes start January 9, 2012

***To enroll, attend on the day or evening the class meets.***

**For more information call:**

**Tamba Thompson, Director of Literacy Education @ 536-7235.**

**The Learning Center is located in the 500 building, room 503.**

### Employers

**Do you have employees who need to learn English? Do you have employees who need to learn how to read or prepare for the GED?**

### English as a Second Language

**Need Help? Interested?**

**For more information, call Tamba Thompson, HCC Director of Literacy Education at 536-7235.**

# In-Service Training Schedule for Law Enforcement

Other classes may be added upon request. For more information, call Greg Parker at 536-7279 or email [parkergr@halifaxcc.edu](mailto:parkergr@halifaxcc.edu)



**Due to classes being limited to a maximum number of students, preregistration is required. To register, call 536-7279 or 536-7216.**

## January

**LE Mandated In-service Training (OL)** Online 1/9 - 4/30 24 hrs.

*This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.*

**Telecommunicator Man. In-service Trng. (OL)** Online 1/9 - 4/30 16 hrs.

*This course is designed to meet the mandated training requirements for all Telecommunicators certified under the NC Sheriff's Education and Training Standards Commission.*

**Standardized Field Sobriety Testing Refresher** TBA TBA TBA TBA

*The Standardized Field Sobriety Test (SFST) is a battery of tests administered and evaluated in a standardized manner to obtain validated indicators of impairment and establish probable cause for arrest. This course will help law enforcement officers become more skillful at detecting DWI suspects, describing the behavior of these suspects, and presenting effective testimony in court.*

**Instructor Development** W 8 - 12N 1/18 4 hrs.

*This course is offered annually and covers topics that are useful and relevant to the Law Enforcement Instructor. Topics may include: Training and Standards Issues and Updates, Motivating Students, Effective Teaching Techniques and Administrative Updates and Issues.*

**Security Threat Group Familiarization** T 1/31 8 - 5 pm 8 hrs.

*This class will provide the student with a working knowledge of criminal street gangs, community threat groups, and security threat groups. The course will discuss origins, characteristics, and identifiers of each of these groups.*

## February

**LE Mandated In-service (Classroom)** TWTH TBA 8 - 5 pm 24 hrs.

*This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.*

**Basic Interview and Interrogation** WTH 2/8 - 9 8 - 5pm 16 hrs.

*This course will provide the officer with the basic knowledge and skills needed to conduct field interviews and interrogations. The student will be taught various methods that are helpful in obtaining information from witnesses and suspects as well as detecting signs of deception.*

**Detention Officer Certification Course** M-F 2/13 - 3/13 8 - 5 pm 172 hrs

*This course is offered under guidelines and requirements as set forth by North Carolina Sheriffs Education and Training Standards Commission. Properly certified State instructors are used in all topic areas. Trainees must successfully pass State administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a detention officer. Lecture, demonstrations and practical exercises are primary methods of instruction. All students must have a physical examination within the past twelve months and are encouraged to start an exercise program prior to the start of class.*

**Drug Enforcement for Patrol Officers** TWTH 2/14-16 8 - 5 pm 24 hrs.

*This course is designed to give the patrol officer the information necessary to recognize narcotics violations and take the appropriate course of action when those violations are observed which will allow for the successful prosecution of the defendant.*

**Basic Telecommunicator Certification** S-F 2/19 - 2/24 8 - 6 pm 47 hrs.

*This course is designed to meet the training guidelines mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Trainees must successfully pass a state administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification.*

**Standardized Field Sobriety Testing** TBA TBA TBA 32 hrs.

*This course introduces the officer to the Portable Breathing Device (PBT) by demonstrating calibration and proper use of the device. The class will also discuss legal issues and admissibility of PBT evidence in court.*

## March

**LE Mandated In-service (Classroom)** TWTH 3/6-8 8 - 5 pm 24 hrs.

*This course is designed to meet the mandated training in-service requirements for all law enforcement agencies which are certified under the NC Criminal Justice Training and Standards Commission.*

# In-Service Training Schedule for Law Enforcement

## March Cont'd

**Detecting Deception during the Roadside Interview** TWTH 3/13 & 14 8 - 5 pm 16 hrs.

### Interview

*This course is designed to provide patrol officers with the basic skills needed to conduct a successful roadside interview while also detecting symptoms of deception commonly exhibited by an offender. The course includes classroom instruction as well as practical exercise and will include instruction in reading body language and other non-verbal clues in addition to instruction on successful interview techniques.*

**LE Firearms and Annual Qualifications** W 3/14 1 - 10 pm 8 hrs

*This course will review safety, proper grip, sight alignment, and stance when firing the approved weapons required by the NC Criminal Justice Training and Standards Commission and the NC Sheriff's Training and Standards Commission. The student must successfully attain a minimum score of 70% on both day and night courses of fire as required by the appropriate certifying agency.*

**Situational Shooting** TH 3/22 8 - 5 pm 8 hrs.

*This course prepares the student for actual shooting situations by providing scenarios in a realistic training environment that require the student to take action based on previous training.*

**ARIDE** TBA TBA TBA TBA

*This course continues where the Standardized Field Sobriety Test (SFST) left off and gives the officer additional skills to assist with identifying impairment from drugs as well as alcohol. The student must have completed SFST as a prerequisite to registering for this class.*

**Combat Shooting** S 3/24 8 - 5 pm 8 hrs.

*This course is designed to teach the officer techniques that are useful in the most common of officer involved shootings which is shooting situations where the suspect is within 7 feet of the officer. The student will practice positioning, drawing, and alternate firing techniques in a practice and live fire situation.*

**First Line Supervision** M-TH 3/26 - 29 8 - 7 pm 40 hrs.

*This course is designed for the newly assigned law enforcement supervisor without any formal supervisory training. Supervisory skills and techniques will be taught through lecture, practical exercises and role playing.*

**Officer Survival: Building Search** T 3/28 8 - 5 pm 8 hrs.

*This course will discuss effective strategies to successfully search, maneuver, and survive while conducting building searches.*

**Concealed Carry Handgun** S 3/31 8 - 5 pm 8 hrs.

*This course will discuss the aspects of the North Carolina Concealed Carry Handgun law as it applies to the rights of the citizen to carry a concealed handgun and will teach fundamentals of handgun safety and basic marksmanship.*

## April

**Law Enforcement Driving** F 4/13 8 - 12 N 4 hrs.

*This course consists of practical exercises simulating lane changes forward and backward, evasive action, and cornering in a fixed radius curve. Students will be scored on a pass or fail basis.*

**Advanced Handgun Drills** T 4/17 8 - 5 pm 8 hrs.

*This course will utilize various techniques to minimize the risk to officers and bystanders when placed in a shooting situation. The student will fire from alternate standing, kneeling, and prone positions as well as using different types of cover and concealment while stationary and moving.*

**Criminal Interdiction and Vehicle Concealment** TWTH 4/17-19 8 - 5 pm 24 hrs.

*This course is designed to provide officers with the basic skills needed to perform criminal interdiction traffic stops including the successful and professional search for contraband hidden in motor vehicles. The course will place a large emphasis upon practical exercise applications. Officers are required to bring a flashlight and are strongly encouraged to bring a back-up flashlight and appropriate clothing.*

**Tactical Shooting with the AR-15** T 4/24 8 - 5 pm 8 hrs.

*This course is designed to familiarize the student with the AR-15 and provide practical skills training.*

**General Instructor Course** M-F 4/30 - 5/11 8 - 5 pm 82 hrs.

*This course is designed to provide the law enforcement officer with a fundamental background in the instruction of other law enforcement personnel. Successful completion of this course allows the student to apply to the Criminal Justice Training and Standards Division for certification as a law enforcement instructor. This certification allows an instructor to teach many of the blocks of instruction offered in basic law enforcement training in addition to various in-service classes offered both in-house (police/sheriff's depts.) and the community college system. Each trainee is required to research, develop and deliver an 80-minute lesson plan as part of meeting course requirements. Trainees must successfully pass State-administered written exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a criminal justice instructor. Trainees must meet State established prerequisites for admission to course.*

## In-Service Training Schedule for Law Enforcement

### May

**Alcohol Screening Test Devices (ASTD)** T 5/8 8 - 5 pm 8 hrs.  
*This course introduces the officer to the PBT device by demonstrating calibration and proper use of the device. The class will also discuss legal issues and admissibility of PBT evidence in court.*

**Expandable Baton** W 5/9 8 - 5 pm 8 hrs.  
*This course provides instruction on the proper use of an expandable baton, carrying options, cleaning and maintenance, target areas, and use of force documentation.*

**Asset Forfeiture and Unauthorized Sub. Tax** W 5/9 8 - 5 pm 8 hrs.  
*This course is designed to provide officers with the required information needed for federal asset forfeiture and taxing controlled substances according to North Carolina law.*

**Taser Certification** TH 5/10 8 - 2 pm 6 hrs.  
*This course is designed to provide the student with the knowledge and skills to successfully deploy a Taser ECD Device. The instructors are certified by Taser International to deliver the course. A minimum of two cartridges are required per student and exposure is optional by department.*

**(OC) Pepper Spray Certification** TH 5/10 3 - 7 pm 4 hrs.  
*This course will give the student a basic understanding of the aerosol oleoresin capsicum and its proper use. The course will cover suspect control after spraying and decontamination techniques. Exposure to OC will be required for all participants without documentation of previous exposure.*

**Low Limited Light Firearms** W 5/16 1 - 10 pm 8 hrs.  
*This course is to familiarize the student with firing the handgun under low/limited light conditions.*

**Concealed Carry Handgun** S 5/19 8 - 5 pm 8 hrs.  
*This course will discuss the aspects of the North Carolina Concealed Carry Handgun law as it applies to the rights of the citizen to carry a concealed handgun and will teach fundamentals of handgun safety and basic marksmanship.*

**Rapid Deployment** TH 5/24 8 - 5 pm 8 hrs.  
*This course teaches the national rapid deployment techniques and discusses the purpose and role of each member. Students will be required to participate in a practical exercise involving an active shooter and injury scenarios.*

**Students interested in taking Law Enforcement classes should go to [www.halifaxcc.edu](http://www.halifaxcc.edu), click on Continuing Education, " Reserve Law Enforcement " link. Provide agency, training official contact info, your name/address/phone # and e-mail address.**

## Emergency Medical Services

The emergency services programs provide both continuing education and curriculum programs for various levels of Emergency Medical Services personnel. Continuing Education courses are provided fee-exempt to members of all EMS provider units. The courses are designed to train personnel for various levels of state certification that are required for emergency care providers.

\*Students must take a Pre-EMT Basic class and a reading placement test and score a minimum of a 12th grade reading level in order to register for EMT-Basic. Students who do not score 12th grade level may enroll in the Learning Center free of charge and will be allowed to re-test only upon recommendation of the Learning Center staff. Call 536-7235 to schedule testing session. Testing must be completed one week prior to class beginning date. Contact Dr. Kevin Kupietz at 536-7293 for specific information.

### Emergency Medical Continuing Education Sites

Gaston	3rd Thursday of each month	7 - 10 pm
McPherson Center	2nd Monday of each month	7 - 10 pm
HCC	<b>See schedule</b>	6:30 - 9:30 pm

## Fire/EMS Service

The Fire/Rescue program provides skills development training courses for all levels of fire and rescue personnel within the area. The following is a list of State Fire and Rescue Certification classes that will be offered during the Fall semester. For more information, call 536-7293 or 536-7212.

Title	Location	Date	Time	Instructor
Pre- EMT	LGCC	1/9	6 - 9 pm	Keeter
	Garysburg	1/9	6 - 10 pm	Babb
	HCC	5/1	6 - 9 pm	Keeter
EMS CE: Airway Review	RRFD	1/10 - 12	6:30 - 9:30 pm	TBA

## CONTINUING EDUCATION Fire/EMS Service, Cont'd

Title	Location	Date	Time	Instructor
FLSE Planning & Development III	HCC/Online/ Hybrid	1/13	8 - 9	Boggs
FD Orientation & Safety I & II	Enfield	1/16	TBA	TBA
EVD	Littleton	1/17,21	6 - 10 pm 8 - 5 pm	Babb
Instructor's Trng: General Updates	HCC	1/18	8 - 12 N	TBA
Instructor's Trng.	HCC	1/18	1 - 5 pm	TBA
Training Officers & Instructor's Trng.	HCC	1/18	6:30 - 8:30 pm	Kupietz
EMS CE: Airway Emergencies Review	Gaston Rescue Squad	1/19	7 - 10 pm	TBA
AMLS Course	HCC	1/21,22	8 - 5 pm	Ferguson
NIMS ICS 300	HCC	1/21,22	8 - 6 pm	Byers
Paramedic Bridge Class	HCC	1/24	6:30 - 9:30 pm	TBA
	Scotland Neck	1/24	7 - 10 pm	Babb
EMT Paramedic CE	HCC Online	1/31	Online	Kupietz
CPR Community & First Aid	HCC	2/4	8 - 5 pm	Richardson
	HCC	4/14	8 - 5 pm	Richardson
ITLS	HCC	2/4,5	8 - 5 pm	Ricks
EMS CE: Cardiac Review	RRFD	2/14-16	6:30 - 9:30 pm	TBA
EMS CE: Cardiac Emergencies Review	Gaston Rescue Squad	2/16	7 - 10 pm	TBA
NIMS ICS 400	HCC	2/18,19	8 - 5 pm	Byers
EMS CE	RVRS	2/20	6 - 10 pm	TBA
Fire Alarms & Comms I & II	Enfield	2/20	TBA	TBA
EMS CE: CPR	RVRS	2/21	6 - 10 pm	TBA
EMS CE: TBA	RVRS	2/22	6 - 10 pm	TBA
WMD for Responders (TEEX pers 211)	HCC	2/25,26	8 - 5 pm	TEEX
HSEEP (Homeland Security Exercise & Evaluation Program)	HCC	3/13-15	8 - 5 pm	Smith
EMS CE: Pediatrics Review	RRFD	3/13-15	6:30 - 9:30 pm	TBA
EMS CE: Pediatric Emergencies Review	Gaston Rescue Squad	3/15	7 - 10 pm	TBA
Fire Behavior I & II	Enfield	3/19	TBA	TBA
Confined Space Entry	Weldon FD	3/24,25	9 - 5 pm	Burris
EMS CE: PT Assessment Review	RRFD	4/10-12	6:30 - 9:30 pm	TBA
CPR Community First Aid	HCC	4/14	8 - 5 pm	Richardson
ALS Scope of Practice	HCC	4/15 or 4/21	1 - 5 pm	Rogers
EMS CE: PT Assessment Review	Gaston Rescue Squad	4/19	7 - 10 pm	TBA
EMS CE: Mass Casualty Review	RRFD	5/8-10	6:30 - 9:30 pm	TBA
EMS CE: Mass Casualty Drill	Gaston	5/17	7 - 10 pm	TBA

RRFD - Roanoke Rapids Fire Department  
RVRS - Roanoke Valley Rescue Squad

HCC - Halifax Community College  
LGCC - Lake Gaston Community Center



**Department of Continuing Education**

PO Drawer 809

Weldon, NC 27890

[www.halifaxcc.edu](http://www.halifaxcc.edu)

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